

DRIVER INVESTIGATION HISTORY FILE CHECKLIST (49 CFR 391.53)

To be obtained within 30 days of hiring

To be kept in a secure location with controlled access

Copy of response(s) for the following investigations:

- _____ Copy of driver's authorization for alcohol & controlled substances history.
From all previous DOT regulated employers that employed this driver for the past 3 yrs to include all responses. (49 CFR 391.(f))
- _____ Whether the driver failed to undertake or complete a rehab program prescribed by a DOT substance abuse professional. (49 CFR 391.(e)(2))
- _____ For a driver who successfully completed a program, information on whether the driver violated the program. (49 CFR 391.23(e)(3))

(If a driver refuses to provide this written consent for the release of the information above, the prospective motor carrier must not permit the driver to operate a commercial vehicle – 49 CFR 391.23(f)).

- _____ General driver identification & employment verification information.
- _____ A list of accidents & data as defined in 390.5 for past 3 yrs (until 5/1/06, only accidents after 4/29/03)
- _____ Any accidents the previous employer may wish to provide.
- _____ Good faith effort to contact.
This record must include the previous employer's name, address, date contacted and information received about the driver from the previous employer. Failures to contact a previous employer or of them to provide the required history information must be documented.
- _____ Employee did not work for a DOT regulated employer any time during the past three years.

Additional notes:

The safety performance histories from previous employers for a driver hired must be retained for as long as the driver is hired and for three years thereafter.

The release of this information may take any form that reasonably assures confidentiality, including letter, fax or email.